

U.S. GOVERNMENT PRINTING OFFICE

Washington, D.C.

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

OPM Forms and Pamphlets

as requisitioned from the U.S. Government Printing Office (GPO) by the

Office of Personnel Management

Single Award

The term of this contract is for the period

beginning September 1, 2000 and ending August 31, 2001

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, D.C. time, on August 21, 2000.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, Room B-104, Stop PPSB, Washington, D.C. 20404-0001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised May, 1999.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the products ordered under this contract will be located within a 100-kilometer (62-mile) radius of the zero milestone in Washington, D.C.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS WHICH DIFFER SIGNIFICANTLY FROM THE PREVIOUS CONTRACT:

Frequency of Orders.

Additional lesser changes are scattered throughout.

NOTE: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent. At a future date, metric measurements will be used exclusively in all specifications.

Abstracts of contract prices are available on our website at www.gpo.gov/procurement/abstracts/central.

For information of a technical nature call Greg Hamlet (202) 512-0310 (No collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 5-99)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised April 1996)).

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level II.
- (b) Finishing (item related) Attributes -- Level II.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Average Type Dimension/Camera Copy/Negatives
P-8. Halftone Match (Single and Double Impression)	Camera Copy/Negatives
P-9. Solid and Screen Tint Color Match	Pantone Matching System

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

POSTAWARD CONFERENCE: The total requirements of the job as indicated in these specifications, will be reviewed by Government representatives with the contractor's representatives at the GPO, Washington, D.C., immediately after award.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from September 1, 2000 through August 31, 2001. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of folded forms and saddle-stitched products requiring such operations as electronic prepress, film making, printing, folding, binding, packing, mailing, and distribution.

TITLE: OPM Forms and Pamphlets.

FREQUENCY OF ORDERS: Approximately 10 to 20 orders per year. Note: This number is based on historical data. The projected number of orders should not be construed as a guarantee of the volume of work which may be ordered during the term of the contract.

QUANTITY: Approximately 200 to 21,000 copies per order. An occasional order may require as many as 50,000 copies.

TRIM SIZES AND PAGE COUNT:

Item A - 216 x 279 mm (8-1/2 x 11"). Product will be for 2 to 12 pages.

Item B - 356 x 216 mm (14 x 8-1/2"). Product will fold to 119 x 216 mm (4-11/16 x 8-1/2") or 89 x 216 mm (3-1/2 x 8-1/2").

It is anticipated that approximately 90 percent of the total orders will be for Item "A".

GOVERNMENT TO FURNISH:

Electronic Media:

Platform:	Power Macintosh 7500/100 operating System 7.6.1 and later models / OS and IBM or IBM compatibles with appropriate software. PC with Windows 95, NT, 98, 2000 or later.
Storage Media:	3-1/2" disk(s), SyQuest 5-1/4" (44, 88 or 200 MB) cartridges, Iomega 100 MB / 290 MB Zip disk(s), and CDs.
Software:	Appropriate publishing software applications for both Windows and Macintosh (i.e., Quark, PageMaker, Corel, Freehand, etc.) and for Windows (Adobe Acrobat, Adobe Photoshop, Adobe PageMaker).
Note:	All software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor.
Fonts:	All printer and screen fonts will be furnished. The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.
Additional Information:	A visual of the furnished electronic files will be provided. Files will be furnished in PostScript format. PostScript files will be created using Linotronic 300 print driver. Pantone Matching System used for color identification.

GPO Form 952 (Desktop Publishing - Disk Information).

Camera copy consisting of text and line art with color separated overlays and black and white and/or color photoprints to be reproduced at various focuses.

Preprinted materials, 216 x 279 mm (8-1/2 x 11"), 89 x 216 mm (3-1/2 x 8-1/2"), 152 x 229 mm (6 x 9") or Business Reply Envelopes, to be inserted into an envelope along with an "Item" produced.
Film negatives will be furnished for an occasional order.

Mailing addresses will be furnished on a 3-1/2" disk in ASCII format.

It is anticipated that three orders will furnish a distribution list with approximately 50 to 300 addresses in which the contractor must create address labels. Addresses are not in ZIP Code sequence.

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except form number and revision date, carried in the electronic files or on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the products in accordance with these specifications.

ELECTRONIC PREPRESS:

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Doretha Elmore, U. S. Office of Personnel Management, 202-606-1844.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

FILMS: The contractor must make all films required. All halftones are to be 133-line screen or finer. Films may be opaqued on either the emulsion or non-emulsion side.

The films delivered to the Government must be the final films used for printing. They must be suitable for making press plates for subsequent reprinting without any retouching, opaquing, surprinting or any other hand or camera work.

Films must be composited one piece for each color with all elements in proper position. Each film must contain at least 3 register marks composited (not stripped) for each color; the register marks must be positioned on opposite sides of the image. Films must have a minimum 13 mm (1/2") working margin on all (4) sides of the image.

Halftone negatives for single color reproduction that are produced from full-color originals must be full-range negatives produced to print in one ink color.

Contractor will be required to supply screens for flat tones.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

The paper to be used will be indicated on each print order.

All paper used in each copy must be of a uniform shade.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP color sample(s) and/or Pantone number(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s) and/or Pantone number(s) specified.

White Litho (Gloss) Coated Book, grammage 105 g/m² (basis weight: 70 lbs. per 500 sheets, 25 x 38"), equal to JCP Code A180.

White Matte Coated Offset Book, grammage 105 g/m² (basis weight: 70 lbs. per 500 sheets, 25 x 38"), equal to JCP Code A240.

White No. 1 Offset Book, Smooth-Finish, grammage 75 g/m² (basis weight: 50 lbs. per 500 sheets, 25 x 38"), equal to JCP Code A61.

White Vellum-Finish Cover, grammage 135 g/m² (basis weight: 50 lbs. per 500 sheets, 20 x 26"), equal to JCP Code L20.

White Litho (Gloss) Coated Cover, grammage 215 g/m² (basis weight: 80 lbs. per 500 sheets, 20 x 26"), equal to JCP Code L10.

PRINTING AND BINDING: Print one side only or head-to-head in one to three colors of ink as indicated on the print order. Match Pantone number as indicated on the print order. Anticipate reverse areas and flat tones. Contractor will be required to furnish the screens.

PRESS SHEET INSPECTION: Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued September 1991. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars must show areas consisting of 5 x 5 mm (3/16 x 3/16") minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

Bind as indicated on the print order. Various binding styles will be ordered as follows:

Item A -

Two-page product - Trim four sides.

Four-page product - Trim three sides.

Six-page product - Fold from 648 x 279 mm (25-1/2 x 11") to 216 x 279 mm (8-1/2 x 11") with two parallel wrap around folds, title page out.

Eight- and twelve-page products - Saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signature after trimming; single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed, or at contractor's option, paste on fold.

Approximately 90 percent of the 2-page products may require additional folding from 216 x 279 mm (8-1/2 x 11") to 216 x 94 mm (8-1/2 x 3-11/16") with two parallel wraparound folds or to 216 x 140 mm (8-1/2 x 5-1/2") with one fold, title page out. Occasionally, additional folding on a 4-, 6-, 8- or 12-page product may be required.

Item B -

Fold from 356 x 216 mm (14 x 8-1/2") to 119 x 216 mm (4-11/16 x 8-1/2") using 2 parallel folds, title page out; or, fold from 356 x 216 mm (14 x 8-1/2") to 89 x 216 mm (3-1/2 x 8-1/2") with three folds (8 page accordion fold or an 8 page 3 directional gate fold, see diagrams (a) and (b)). Occasionally, a perforation on the bottom 89 mm (3-1/2") fold, across the 216 mm (8-1/2") dimension may be required.

The GPO imprint requirement is waived.

When indicated on the print order, the open side of folded self-mailers must be sealed with a tab type seal (seal-o-matic or equal) centered on the open side.

MARGINS: Margins will be as indicated on the print order or furnished copy. Anticipate bleeds.

PACKING, LABELING, AND MARKING: When indicated on the print order, shrink-film wrap in units of 25 to 250 copies, as specified.

Shipping containers shall have a minimum bursting strength of 1 800 kPa (275 pounds per square inch) or a minimum edge crush test (ECT) of 7 700 N per m width (44 pounds per inch width).

Bulk Shipments/Deliveries: Pack in shipping containers. Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

Mailed Shipments: Mail as indicated on the print order. Various methods will be ordered as follows:

When address labels are furnished:

- Insert into 105 x 241 mm (4-1/8 x 9-1/2") standard #10 white business envelopes.
- Insert into 152 x 229 (6 x 9") kraft envelopes.
- Insert into 241 x 305 mm (9-1/2 x 12") kraft envelopes.
- Insert into 241 x 318 mm (9-1/2 x 12-1/2") kraft envelopes.

Contractor is required to furnish the envelopes. Agency return address must be printed on all envelopes.

Affix a label to each copy mailed singly as a self-mailer and to each unit of mail packaged in envelopes.

Occasionally, contractor will be required to insert preprinted Government furnished material into an envelope with an item produced.

When a distribution list is furnished:

Insert single or multiple copies (up to 200 leaves) into kraft envelopes.

Quantities over 200 leaves, up to 5.4 kg (12 lbs.), must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 6.3 kg (14 lbs.)).

Quantities over 5.4 kg (12 lbs.), up to 10.8 kg (24 lbs.), must be wrapped in shipping bundles or packed in small shipping containers (maximum gross weight 12.2 kg (27 lbs.)).

Quantities over 10.8 kg (24 lbs.), up to 16.3 kg (36 lbs.), must be packed in shipping containers (maximum gross weight 18.1 kg (40 lbs.)).

Contractor must create and affix address labels to each unit of mail packaged in envelopes, cushioned shipping bags, shipping bundles, and containers.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Forms and Pamphlets

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to U.S. Office of Personnel Management, ATTN: Publishing Services Section, 1900 E Street, NW, Room B-457, Washington, D.C. 20415.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Deliver f.o.b. destination to approximately three addresses within the commercial zone of Washington, D.C. Inside delivery to room number specified is required.

Mail f.o.b. contractor's city. All mailing shall be made at the Bulk Rate or First Class rate as indicated on the print order or furnished labels.

Complete addresses and quantities will be furnished with the print orders.

Orders which result in mailings of less than 200 pieces or less than 22.7 kg (50 lbs.) will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

An occasional order may require contractor to ship f.o.b. contractor's city a bulk shipment to a destination outside of the commercial zone of Washington, D.C. Government bills of lading will be furnished by the GPO for all shipments requiring a bill of lading. The contractor must combine on one bill of lading (and a continuation sheet, if required) all orders scheduled for shipment to a single destination on the same day.

In the event an advance supply of partially completed Government Bills of Lading (GBL) are furnished, the contractor shall type in all necessary information as instructed on either GPO Form 2153 or 2344 for each shipment. Distribution of each GBL for each shipment will be as instructed on one of GPO Forms 276 through 281.

GBL's furnished for one Government department or agency shall not be used for another. The contractor will be held accountable to the GPO for all furnished GBL's. All unused GBL's shall be returned to the U.S. Government Printing Office, Stop: PPST, Washington, D.C. 20401, with the original copy of GPO Form 192, within 30 days of the termination of this contract.

All mailing will be made reimbursable mail. The Government will not furnish any Permit Mailing indicia. The contractor must prepay the cost for all mailings. The contractor will be reimbursed for the prepaid mailing postage cost upon submittal of appropriate USPS receipt form with the voucher for billing.

Within twenty-four hours of the completion of any reimbursable mailing, the contractor must send a copy of the mailing receipt cost to the attention of the person listed on the print order (form 2511) under "Return Original and/or Negs. to :". The receipt must include the program number and the print order number.

Upon completion of each order, validated Postal Service Forms, GPO Form 712, along with the furnished material, films made by the contractor, and sample copies must be returned to the address listed under "Schedule". Inside delivery required.

FOR EACH PRINT ORDER SUBMITTED FOR PAYMENT, CONTRACTOR IS TO SEND ONE COPY OF EACH PAGE OF ITEMIZED VOUCHER SUBMITTED FOR BILLING AND ANY CONTINUATION SHEET, TO THE FOLLOWING ADDRESS WITHIN 10 DAYS OF COMPLETED DELIVERY OF PRODUCT: GPO, ATTN: GREG HAMLET, TERM CONTRACTS, ROOM A843, STOP: PPC, WASHINGTON, DC 20401. THE ORIGINAL VOUCHER MUST BE SENT TO THE COMPTROLLER, FMCE, U.S. GOVERNMENT PRINTING OFFICE.

All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

No definite schedule for pickup of material can be predetermined.

Furnished material must be picked up from and delivered to: U.S. Office of Personnel Management, 1900 E Street, NW, Room B-466H, Washington, D.C. 20415. Furnished material must be returned when finished products are delivered.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Complete production and distribution must be made within 5 workdays. If multiple orders are placed on the same workday, the schedule applies to each order separately.

When mailing is required, 1 additional workday will be added to those print orders requiring mailing.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified and all f.o.b. contractor's city must be delivered to the Post Office or picked up by the carrier.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, D.C. area may call toll free 1-800-424-9470 or 9471.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

- I. (a) 8
(b) 136
(c) 12
(d) 6
(e) 2
(f) 4

- | | | (1) | (2) | (3) | (4) |
|-----|----|---------|-------|-----|-------|
| II. | A. | (a) 1 | 5 | 2 | 10 |
| | | (b) 1 | 5 | 2 | 10 |
| | | (c) 3 | 90 | 3 | 90 |
| | | (d) 1 | 60 | 2 | 120 |
| | | (e) 108 | 4,122 | 84 | 3,966 |
| | | (f) 16 | | | |
| | B. | (a) 2 | 10 | 1 | 5 |
| | | (b) 2 | 10 | 1 | 5 |

- | | | (1) | (2) |
|------|-----|-------|-----|
| III. | (a) | 2,241 | 3 |
| | (b) | 48 | 5 |
| | (c) | 48 | 5 |
| | (d) | 47 | 5 |
| | (e) | 47 | 2 |

- IV. (a) 100
(b) 2
(c) 150
(d) 50

- V. (a) 9
(b) 180
(c) 185
(d) 4
(e) 123

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all shipments sent under Government bills of lading and/or Postage and Fees paid labels and f.o.b. destination for all other shipments.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per 100 rate.

I. PREPRESS: One basic charge will be allowed for each color on each printed page or side (face or back) of the product.

(a) Trim/Page-size unit produced from camera copy per page/per color \$ _____

(b) Trim/Page-size unit produced from electronic file per page/per color \$ _____

Illustrations: An illustration charge will be allowed for an element that is not furnished in position on the Government furnished material and/or that requires a separate exposure. The price offered should include the cost of all proofs, materials, and operations required to produce the illustration in its final form as an integral part of the basic trim/page-size film.

A flat tone shall be charged as a line illustration.

A duotone halftone (each color) shall be charged as a square-finish halftone illustration.

Solid lines and/or reverse lines within a halftone shall be charged as a combination line and halftone illustration.

(c) Line per illustration \$ _____

(d) Square-finish halftone per illustration \$ _____

(e) Combination line and halftone per illustration \$ _____

(f) System Timework per hour \$ _____

(Initials)

Electronic prepress operations which cannot be properly classified under any other item shall be charged as "System Timework". Any charge made under "System Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, the Contracting Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under item (f).

II. PRINTING AND BINDING: Prices offered shall include the cost of all required materials (including base negatives and excluding paper) and operations necessary for the complete production of the product listed in accordance with these specifications.

Cost of all required paper must be charged under Items III.(a) through (d).

	<u>SINGLE COLOR</u>		<u>ADDITIONAL COLOR</u>	
	Makeready	Per	Makeready	Per
	and Setup	100	and Setup	100
	<u>Charges</u>	<u>Copies</u>	<u>Charges</u>	<u>Copies</u>
	(1)	(2)	(3)	(4)
A. Item A:				
(a) 2-page product, face only	\$ _____	\$ _____	\$ _____	\$ _____
(b) 2-page product, face and back.....	\$ _____	\$ _____	\$ _____	\$ _____
(c) 4-page product	\$ _____	\$ _____	\$ _____	\$ _____
(d) 6-page product	\$ _____	\$ _____	\$ _____	\$ _____
(e) 8- and 12-page productsper page.....	\$ _____	\$ _____	\$ _____	\$ _____
(f) Additional folding from 216 x 279 mm (8-1/2 x 11") to 216 x 94 mm (8-1/2 x 3-11/16") or 216 x 140 mm (8-1/2 x 5-1/2").....per 100 copies	\$ _____	\$ _____	\$ _____	\$ _____

	<u>SINGLE COLOR</u>		<u>ADDITIONAL COLOR</u>	
	Makeready	Per	Makeready	Per
	and Setup	100	and Setup	100
	<u>Charges</u>	<u>Copies</u>	<u>Charges</u>	<u>Copies</u>
	(1)	(2)	(3)	(4)
B. Item B, face and back, per product:				
(a) Folded to 119 x 216 mm (4-11/16 x 8-1/2")	\$ _____	\$ _____	\$ _____	\$ _____
(b) Folded to 89 x 216 mm (3-1/2 x 8-1/2")	\$ _____	\$ _____	\$ _____	\$ _____

III. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the products ordered in the applicable "item" group. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

(Initials)

Computation of the net number of leaves will be based on the following:

Each page-size leaf.

	Per 100 leaves	
	Item A	Item B
	(1)	(2)
(a) White Litho Coated Book (105 g/m ² (70-lb.))	\$ _____	\$ _____
(b) White Matte Coated Book (105 g/m ² (70-lb.))	\$ _____	\$ _____
(c) White Vellum-Finish Cover (135 g/m ² (50-lb.))	\$ _____	\$ _____
(d) White Litho Coated Cover (215 g/m ² (80-lb.))	\$ _____	\$ _____
(e) White No. 1 Offset Book (75 g/m ² (50-lb.))	\$ _____	\$ _____

IV. ADDITIONAL OPERATIONS:

- (a) Inserting furnished preprinted materials with an item producedper 100 envelopes\$ _____
- (b) Perforatingper 100 leaves.....\$ _____
- (c) Shrink-film wrappingper package.....\$ _____
- (d) Printing agency return address.....per 100 envelopes\$ _____

V. PACKING AND DISTRIBUTION: The prices offered shall be all-inclusive for the materials and operations necessary for complete packing, labeling/marketing and distribution, in accordance with the specifications of this contract.

- (a) Seal-O-Matic sealing and affixing furnished labels on single copies (self-mailer)per 100 copies\$ _____
- (b) Creating and affixing address labels from furnished diskper 100 addresses\$ _____
- (c) Single or multiple copies in kraft envelopeper 100 envelopes\$ _____
- (d) Single or multiple copies in #10 envelope.....per 100 envelopes\$ _____
- (e) Quantities over 200 leaves, up to 16.3 kg (36 lbs.), wrapped in shipping bundles, or packed in shipping containers, at contractors option (maximum gross weight 18.1 kg (40 lbs.))per bundle or container.....\$ _____

My production facilities are located within the assumed area of production.....
(Initials)
yes no

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material _____
 - a. Number of hours from acceptance of print order to pickup of Government Furnished Material _____
 - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant _____
2. Proposed carrier(s) for delivery of completed product _____
 - a. Number of hours from notification to carrier to pickup of completed product..... _____
 - b. Number of hours from pickup of completed product to delivery at destination..... _____

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4.- Schedule of Prices," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two copies of the GPO Form 910 "Bid" form. Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder _____

(City - State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)